



AGENDA

ASTORIA CITY COUNCIL

October 20, 2014

7:00 p.m.

2nd Floor Council Chambers
1095 Duane Street • Astoria OR 97103

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **REPORTS OF COUNCILORS**
4. **CHANGES TO AGENDA**
5. **PRESENTATIONS**
 - (a) 16th Street Combined Sewer Overflow (CSO)
6. **CONSENT CALENDAR**

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the City Council requests to have any item considered separately. Members of the Community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

 - (a) City Council Minutes of 9/15/14
 - (b) City Council Minutes of 10/6/14
 - (c) Boards and Commissions Minutes
 - (1) Historic Landmarks Commission Meeting of 9/16/14
 - (d) Salary Resolution Establishing Compensation Plan Wage Adjustment for the Astoria Public Safety Association, Public Works Group, and Police Sergeants; Job Title Change for Finance Director; Removal of Temporary Positions in Schedule F-1 (City Manager)
 - (e) Parks and Recreation Department Status Update
7. **REGULAR AGENDA ITEMS**
 - (a) 16th Street CSO Separation Project – Contract Amendment for Design Engineering Services (Public Works)
 - (b) Liquor License Application from Stormynight, Inc., Todd and Teresa Robinett, dba Merry Time Bar & Grill at 995 Marine Drive, for a Change of Ownership for a Full On-Premises Sales License (Finance)
 - (c) Bear Creek Dam Hydroelectric Project – Infrastructure Finance Authority (IFA) Loan Agreement Amendment #1 (Public Works)
 - (d) Utility Assistance Program (Finance)
 - (e) City Phone System Upgrade (Finance)
 - (f) Buyout of an Employee's Retirement Insurance (Finance)
 - (g) Authorization to Purchase Vehicle for Police Department (Police)
8. **NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)**
9. **EXECUTIVE SESSION**
 - (a) ORS 192.660(2)(e) – Real Property Transactions

THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE YUILL, CITY MANAGER'S OFFICE, 503-325-5824.



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

October 15, 2014

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF OCTOBER 20, 2014

PRESENTATIONS

Item 5(a): 16th Street Combined Sewer Overflow (CSO)

The upcoming 16th Street Combined Sewer Separation (CSO) Project mainly consists of the installation of new stormwater pipe within the existing roadway infrastructure in established City rights-of-way. It will be necessary to replace existing water and sewer pipe where construction of the new storm pipe compromises the integrity of the existing infrastructure.

The scope of the project includes construction in the following locations:

14 th St. from Duane to Lexington	16 th St. from Marine to Lexington
15 th St. from Marine to Irving	17 th St. from Duane to Jerome
Jerome from 14 th St. to 15 th St.	18 th St. from Exchange to Grand
15 th St. from Jerome to Madison	

The design engineers have completed the 30 percent design report for this project. The presentation will include an update on the project design. Construction of this project is currently estimated to begin in May 2015.

CONSENT CALENDAR

Item 6(a): City Council Minutes

The minutes of the City Council meeting of September 15, 2014 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(b): City Council Minutes

The minutes of the City Council meeting of October 6, 2014 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(c): Boards and Commissions Minutes

The minutes of the Historic Landmarks Commission meeting of September 16, 2014 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

Item 6(d): Salary Resolution Establishing Compensation Plan Wage Adjustment for the Astoria Public Safety Association, Public Works Group, and Police Sergeants; Job Title Change for Finance Director; Removal of Temporary Positions in Schedule F-1 (City Manager)

Staff positions and associated compensation are detailed in the "Resolution Establishing a Basic Compensation Plan for the Employees of the City of Astoria and Establishing Regulations for the Placement of Present Employees within the Wage and Salary Schedules Provided". Whenever there are changes in positions, whether a position is begin deleted, added or redefined; or whether a change in compensation is proposed; such changes are adopted by resolution. This proposed resolution implements:

- A 1% wage adjustment for the Astoria Public Safety Association effective July 1, 2014 as specified in their contract expiring June 30 2016; and
- A 2.5% wage adjustment for the Public Works bargaining unit effective July 1, 2014 as specified in their contract expiring June 30, 2017; and
- A 4% wage adjustment for the position of Police Sergeants effective May 1, 2014 as approved by the City Council at their October 6, 2014 meeting; and
- Section 8. Management and Confidential. Job title change from "Finance Director" to "Director of Finance and Administrative Services" as approved by the City Council at their October 6, 2014 meeting; and
- Section 9. Temporary Personnel – Schedule F-1. Due to the reorganization of the Parks and Recreation Department between 2010 and 2012, remove temporary job titles Cemetery Laborer, Guest Services Representative and Recreation Program Manager.

It is recommended that Council adopt the Resolution as presented.

Item 6(e): Parks and Recreation Department Project Status Report

Enclosed is a status report regarding major Parks and Recreation Department projects. This report is provided for information only.

REGULAR AGENDA ITEMS

Item 7(a): 16th Street CSO Separation Project – Contract Amendment for Design Engineering Services (Public Works)

The upcoming 16th Street Combined Sewer Overflow (CSO) Separation Project primarily consists of the installation of new stormwater pipe within the existing roadway infrastructure in established City rights-of-way. It will be necessary to replace existing water and sewer pipe where construction of the new storm pipe compromises the integrity of the existing infrastructure. In June, Council authorized a design engineering contract with Gibbs & Olson to provide a 30% design report for this project. The 30% design report is complete. The current estimated Construction Cost is \$5,459,855 (which includes 25% contingency). Any necessary increase to funding will be requested after further design development.

As discussed in June, the final engineering services were not included in the initial contract with Gibbs & Olson. It was agreed that a final scope and fee for remaining services would be developed near completion of the 30% submittal and presented to Council as a Contract Amendment. Gibbs & Olson has prepared a contract amendment in the amount of \$378,800 to complete the final bid documents and bid phase support services. Construction support services are not included in the current contract. A final scope and fee for construction support services will be developed near completion of the design phase and presented to Council as a Contract amendment. Funding for this project is available through the Infrastructure Finance Authority (IFA) financing contract that was authorized by Council in April. It is recommended that Council execute a contract amendment with Gibbs & Olson for a total not to exceed amount of \$378,800.00 for design engineering services and bid support services for the 16th Street CSO Separation Project.

Item 7(b): Liquor License Application from Stormynight, Inc., Todd and Teresa Robinett, dba Merry Time Bar & Grill at 995 Marine Drive, for a Change of Ownership for a Full On-Premises Sales License (Finance)

A liquor license application has been filed by Stormynight, Inc., doing business as Merry Time Bar & Grill. The site is located at 995 Marine Drive, Astoria and this application will be considered at the October 20, 2014 meeting. The application is a Change of Ownership for a Full On-Premises Sales License. The appropriate departments have reviewed the application. No objections to approval were noted. It is recommended that the City Council consider this application for approval.

Item 7(c): Bear Creek Dam Hydroelectric Project – Infrastructure Finance Authority (IFA) Loan Agreement Amendment #1 (Public Works)

The Bear Creek Dam Hydroelectric Project is underway and construction is scheduled to be completed by December 31st of this year. The contractor is currently waiting for the hydroelectric turbine to be manufactured. Once the turbine is received, it will take approximated two to three weeks complete the project. Once construction is complete, the City will need some time to finalize the construction contract, submit a final disbursement request to IFA, and closeout the project grants and loans.

The original IFA loan agreement was executed on May 12, 2011. Due to delays caused by the Federal Energy Regulatory Commission permitting process, the deadline could not be realized, therefore, staff requested and IFA agreed, to extend the completion date to March 1, 2015 and a corresponding agreement termination date of June 1, 2015. Following is a summary of the project funding:

Funding Source	Amount
Infrastructure Finance Authority (forgivable loan)	\$87,600
Pacific Corp Blue Sky Grant	\$169,000
Energy Trust of Oregon Grant	\$143,000
Total Funding	\$399,600

Staff also requested a permanent IFA loan in the amount of \$131,400 prior to receiving additional grant funds from the Energy Trust of Oregon. Staff plans to keep this loan available for any potential cost overruns. At this time it is anticipated that the loan may not be needed as the grant funds received appear to adequately fund the project at the current estimated costs. It is recommended that Council approve the attached IFA amendment #1 to extend deadlines for the Bear Creek Dam Hydroelectric Project.

Item 7(d): Utility Assistance Program (Finance)

Clatsop Community Action has been managing the Utility Assistance Program for the City since the program was first implemented in January 2014. At the September 2nd Council meeting Mayor Van Dusen suggested and Council agreed that there should be an administrative transition from CCA to the City for management of the program. Staff worked with CCA to develop program guidelines and adjusted monthly income levels to match the Federal Low Income Home Energy Assistance Program levels increasing the number of residents that can be assisted by the City's Utility Assistance Program. It is recommended that Council consider the guidelines contained in the memo for City Staff to administer the Utility Assistance Program.

Item 7(e): City Phone System Upgrade (Finance)

The Cisco software that operates the Voice Over Internet Protocol (VOIP) City phone system has reached this version's end of life. As such, there will be no manufacturer support in the case of system difficulties or failure. The system hardware is also approaching the end of its useful life. iFocus Consulting has indicated that it is not advisable to load new software on hardware that is becoming obsolete. Under the circumstance, iFocus is recommending that the hardware and software upgrade be accomplished in this fiscal year 2014-15. The pricing is based on the State of Oregon purchasing contract. The cost of this upgrade is as follows:

Cisco Hardware and Software	\$11,958
Installation Services by Technology Integration Group	11,950
Installation Services by iFocus	<u>4,500</u>
Total	\$28,408

There are funds allocated and available in this fiscal year's budget for the Capital Improvement Fund for this project. It is recommended that Council consider authorizing this contract for the upgrade of the City's telephone hardware and software.

Item 7(f): Buyout of an Employee's Retirement Insurance (Finance)

In the early 1980s the City entered into an agreement with its employees to provide up to 60 months of post-retirement health insurance for those employees meeting certain date and eligibility requirements. Community Development Planner Rosemary Johnson, who retired effective September 1, 2014, has requested that the City consider buying out her health insurance benefit of 22 months that she is due under the personnel policy. Staff has been discussing an option for a buyout with her. Ms. Johnson certifies that she has adequate health insurance coverage through an alternative program. The current value of the retirement insurance benefit for Ms. Johnson is \$11,516.78. Subject Council approval, staff has been discussing an agreement with Ms. Johnson to take a one-time cash payment of \$5,758.39 in lieu of the 22 months of health insurance. Under this tentative agreement the City's cost is reduced by 50%. It is recommended that Council consider accepting this agreement and to allow the City Manager to formalize and sign the necessary documents.

Item 7(g) Authorization to Purchase Vehicle for Police Department (Police)

Astoria Police have a vehicle in need of replacement this fiscal year. The vehicle is a 2009 Chevy Tahoe with 130,000 miles and is in poor condition. The planned replacement vehicle is a 2015 Chevy 4WD Tahoe Police Package Vehicle (PPV). The vehicle will be assigned to patrol. Staff has researched the

Oregon State Purchasing Program and located the vehicle from Suburban Auto Group. The Tahoe 2014 4WD PPV is available for \$32,097.

This item was included in the FY14-15 budget as a lease payment on new public safety vehicle. The Finance Department has budgeted spreading the purchase and set up of vehicles over two years. This amount is included in the adopted budget. A separate authorization will be requested for the set up and equipment for the vehicle. The local vendor was contacted and provided a bid. The bid was \$2,025 higher. It is recommended that City Council approve the purchase of a 2015 Chevy Tahoe 4WD PPV.

EXECUTIVE SESSION

Item 9(a): ORS 192.660(2)(e) – Real Property Transactions

The City Council will recess to executive session to discuss a real property transaction issue.

MANAGER\AGENDA\AGENDA MEMO 10-20-14.DOC



AGENDA

ASTORIA DEVELOPMENT COMMISSION

October 20, 2014

**Immediately Follows City Council Meeting
2nd Floor Council Chambers
1095 Duane Street · Astoria OR 97103**

1. CALL TO ORDER

2. ROLL CALL

3. REPORTS OF COMMISSIONERS

4. CHANGES TO AGENDA

5. CONSENT CALENDAR

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the Astoria Development Commission requests to have any item considered separately. Members of the Community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

(a) ADC Minutes of 7/7/14

6. REGULAR AGENDA ITEMS

(a) Duane Street Sidewalk Infill Project – Authorization to Bid (Public Works)

THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE YUILL, CITY MANAGER'S OFFICE, 503-325-5824.



October 15, 2014

MEMORANDUM

TO: ASTORIA DEVELOPMENT COMMISSION (ADC)

FROM: *BE* BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA DEVELOPMENT COMMISSION MEETING OF OCTOBER 20, 2014

CONSENT CALENDAR

Item 5(a): ADC Minutes

The minutes of the ADC meeting of July 7, 2014 are enclosed for your review. Unless there are any corrections, it is recommended that the ADC approve these minutes.

REGULAR AGENDA ITEMS

Item 6(a): Duane Street Sidewalk Infill Project – Authorization to Bid (Public Works)

The Duane Street Sidewalk Infill Project will improve pedestrian safety and mobility in an area of high pedestrian use. The project will provide sidewalk, transit and ADA improvements on the north side of Duane Street between 16th and 17th Street. Several smaller areas of sidewalk on 17th between Duane and Marine will also be replaced.

Most of the project is directly adjacent to City property and is currently served by dirt/vegetated paths or severely deteriorated sidewalk. Construction of new concrete sidewalk in the area will help enhance pedestrian mobility and provide links to many of Astoria's best known destinations. The project will also improve pedestrian transit routes from the Tongue Point Bus Stop and the Coast Guard Parking Lot.

The proposed project includes 310 feet of new sidewalk and 55 feet of repaired sidewalk. It will also include relocation of the Tongue Point Bus Shelter, 2 ADA ramps, a new crosswalk, and curb replacement. The construction estimate for the work is \$30,000. Engineering Staff proposes using an informal request for quotes (RFQ) for this project and it is recommended that Astor-East Urban Renewal District funds be utilized. It is recommended that the Astoria Development Commission authorize staff to solicit bids for the Duane Street Sidewalk Infill Project.